

# REQUEST FOR DISCLOSURE OF PERSONAL DATA

This request for personal data and other information must be made in accordance with the Data Protection Act 2018. Please fill in the requested information below in order that we may respond appropriately to your request.

**Section 1: The Request** (To be completed by the Requestor)

## **The personal data I require relates to the following individual(s):**

(Include identifying details of the person where known, such as name, address and date of birth)

1. **I have the following information to assist you in locating the personal data and other information:**

(Include further detail, where available, to assist locating the information sought)

1. **I am relying on the below laws that allow me to seek access to this data outside of DPA2018 and GDPR**

(Please outline below the specific laws or enactments which allow you the authority to have access to this data. If this is not applicable please see exemptions listed on Page 2 – and clarify here whether any such exemptions apply)

## **I require the following personal data and other information:** (Describe the information sought)

## **I require the personal data and other information to assist with my enquiries into**: (Describe the subject of those enquiries as far as is possible without prejudicing them)

## **I confirm the personal data and other information is required for the following purpose(s):**

## Check the relevant box (es) and please provide as much information as possible if you select ‘other’.

|  |  |
| --- | --- |
|  | Yes/No |
| 1. For the prevention, investigation and detection of crime |  |
| 2. For the apprehension and prosecution of offenders |  |
| 3. To confirm or corroborate information for intelligence purposes (criminal agencies being involved) |  |
| 4. To put before a court to obtain a search warrant |  |
| 5. To prepare a file for the Coroner’s Court |  |
| 6. To further a money laundering or confiscation investigation |  |
| 7. To risk assess the address to safeguard the health and safety of any emergency personnel attending |  |
| 8. To identify if there are children at the address to negate any harm caused by social services/police/other statutory agencies action |  |
| 9. To locate a missing person to ascertain their well being |  |
| 10. To progress enquiries into a Road Traffic Incident |  |
| 11. To protect life or property |  |
| 12. **Other** (please specify): | |

1. **I request that the personal data and other information be provided in the following manner:**

(Having considered factors such as the protective marking indicate how the information should be provided, e.g., in person, by post, by fax, by email, etc.)

|  |  |
| --- | --- |
| ***Data to be provided*** | ***Format/Method/Delivery*** |
|  |  |

The Data Protection Act 2018 defines personal data as any date which is able to identify an individual directly or indirectly, and thus may affect the individual’s privacy in his or her personal, professional or business life. Under the Data Protection Act 2018, certain provisions relating to the lawfulness of processing and the type of data that may be handled are given some exemptions and exceptions:

* For the purpose of safeguarding national security, or defence purposes (section 26(1)).
* For the purposes of the prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties, including the safeguarding against and the prevention of threats to public security (S31)
* Required by or under any enactment, by any rule of law or by order of the court is permitted under s35(1) (including the Health & Safety Act)
* For the purpose of, or in connection with, any legal proceedings is permitted by s35(2)(a)
* For the purpose of social security and social protection
* Where there is substantial public interest (eg. In the administration of justice) (S8)
* For the purposes of health and social care(S15)
* For the purpose of public health
* For the purpose of archiving, research and statistics (Schedule 11)

Where no data protection exemption applies, consideration should be given to the final principle issue of fairness. Where the rights and freedoms or the welfare of an individual is in doubt such as in enquiries 8 & 9 above, a harm test should be applied.

Human Rights Act 1998 Article 8 – right to privacy. This request is consistent with Article 8(2) prevention of disorder or crime.

## I confirm that:

This information will be used in connection with this enquiry and held and used only as long as this is required for statutory agency purposes and any subsequent criminal justice proceedings

If this personal data is not disclosed it will prejudice the prevention or detection of crime or the apprehension or prosecution of offenders.

If this personal data is not disclosed, it will prejudice the purposes indicated in the above pages (listed on page 1)

**Signed: Address:**

**Print name:**

**Date:**  **Telephone:**

**Email:**

**Section 2: Verification of Request** (To be completed by Network Homes)

This section is to be completed by the Network Homes after the verification procedure has been undertaken. The Verification procedure is to carry out checks on the identity of the requestor and to ensure the request is genuine.

I, a staff member of Network Homes, confirm that I have carried out the necessary verification checks on the identity of the requestor and the request itself.

**Date of verification check**:

**Method of verification:** Email, post, face to face or telephone *(please delete as appropriate).*

Please add any comments in the box regarding any methods for verifying the identity, including whom you spoke to and any challenges you experienced as well as anything else you may consider to be important.

**Section 3: Approval of Request** (To be completed by Network Homes Data Owner)

I, the Data Owner (SMT lead or delegated authority from SMT lead), confirm the above information to be a true account of events and where no data is required to be obtained from a third, I approve the release of the requested personal data to the requestor.

**Signed:**

**Print name: Approval Date:**

(If you don’t require data from a third party) please now update your ‘Disclosure to Public Authority Register’ stored in the relevant folder on the Data Protection (business toolkit) on SharePoint along with the form for auditing purposes.

(If you require data from a third party) please complete the request to third party form and send to the third party for completion.